



JOB DESCRIPTION

Title: **COMMUNITY AND ECONOMIC
DEVELOPMENT DIRECTOR**

Department: Mayor

Class Code: 1800

FLSA Status: Exempt

Effective Date: March 1, 2008 (Rev. 07/2008)

Grade Number: 32

GENERAL PURPOSE

Under the general direction of the Mayor, performs professional, administrative, and managerial duties related to directing, organizing and managing the Community and Economic Development Department, including planning, zoning, economic development, neighborhood preservation, redevelopment agency, federal grants and zoning code enforcement. Works with businesses and residences in the City.

EXAMPLE OF DUTIES

- *-- Plans, coordinates and directs the implementation of the city general plan with elected and appointed officials. Develops, organizes and facilitates on-going comprehensive planning processes and procedures for current and long range needs to reach goals in the city general plan; ensures implementation and enforcement of planning and zoning ordinances; identifies alternatives for converting policy ideas into action plans affecting city developments, expansion, transportation and related programs.
- *-- Manages the day-to-day operations of the department; initiates studies regarding zoning issues, development of ordinances, business regulations, review of permits, architectural designs, etc. and issues interpretations of city zoning, planning, building and related ordinances and regulations.
- *-- Serves as an at-will Department Head to the Mayor, and the City Council, providing reports and oral presentations as required. Works with the Planning and Zoning Commission, Board of Adjustment and Planning staff to provide leadership, technical insight, and recommendations related to planning, zoning, signs, subdivision ordinances and the city general plan.
- *-- Supervises personnel, including planners and ordinance enforcement officers; hires, trains, evaluates and disciplines employees; assigns, monitors and schedules work assignments. Prepares and manages annual budget and monitors expenditures.

- *-- Meets with the public, developers and contractors; discussing planning, zoning and development issues; interprets information in City ordinances pertaining to the department.
- *-- Coordinates and cooperates with the Mayor's Office, Attorney's Office and Police Department in the enforcement of zoning and health ordinances and assists in the prosecution of violators.
- *-- Meets with businesses; develops profiles; develops and maintains a positive relationship with businesses; and maintains communications to resolve business needs. Works with local Chamber to provide support to existing businesses. Develops and nurtures professional working relationships with business owners and managers and encourages them to locate or expand their operations in the City. Communicates with the Mayor on the status of businesses in the City.
- *-- Conducts public meetings and hearings as needed to solicit public response, provide explanation of policy and project options; educates the public through media, reports, public meetings and presentations.
- *-- Coordinates, plans, prepares, supervises and administers the City Community Development Block Grant program; housing rehabilitation program; emergency home repair program, etc. Attends hearings, reviews budgets and coordinates with other County and Federal officials and agencies.
- *-- Serves as a representative on state and local committees such as affordable housing and homeless committees or other related to Community and Economic Development functions.
- Performs related duties as assigned by the Mayor.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a Master's Degree in business, urban planning, public administration or closely related field and eight (8) years of progressively responsible experience performing above or related duties, to include three (3) years in a supervisory capacity, or an equivalent combination of education and/or experience.

Special Requirements

- Must have a valid Utah Driver's License.
- American Institute of Certified Planners (AICP) certification is required.
- Working knowledge of Geographic Information Systems (ARC/Info) is highly desirable.

Necessary knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of local planning and development; planning, zoning, design and subdivision law, theory and applications; local government structure and operation, including budgetary procedures.
- Considerable knowledge of research methodology and statistics, modern management practices; financial management, banking and real estate practices.
- Skill in the translation of technical data, financial documents and accounting records into an easily understood format.
- Skill in public relations; making presentations, writing reports and other communication practices.
- Skill in general office management and practices, interpersonal communication, employee supervision, motivation, and the ability to direct the work of others.
- Ability to establish and maintain effective working relationships with citizens, business owners, developers, financiers and other government agencies.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing software; motor vehicle; calculator; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to sit, stand or walk; talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally may be exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.